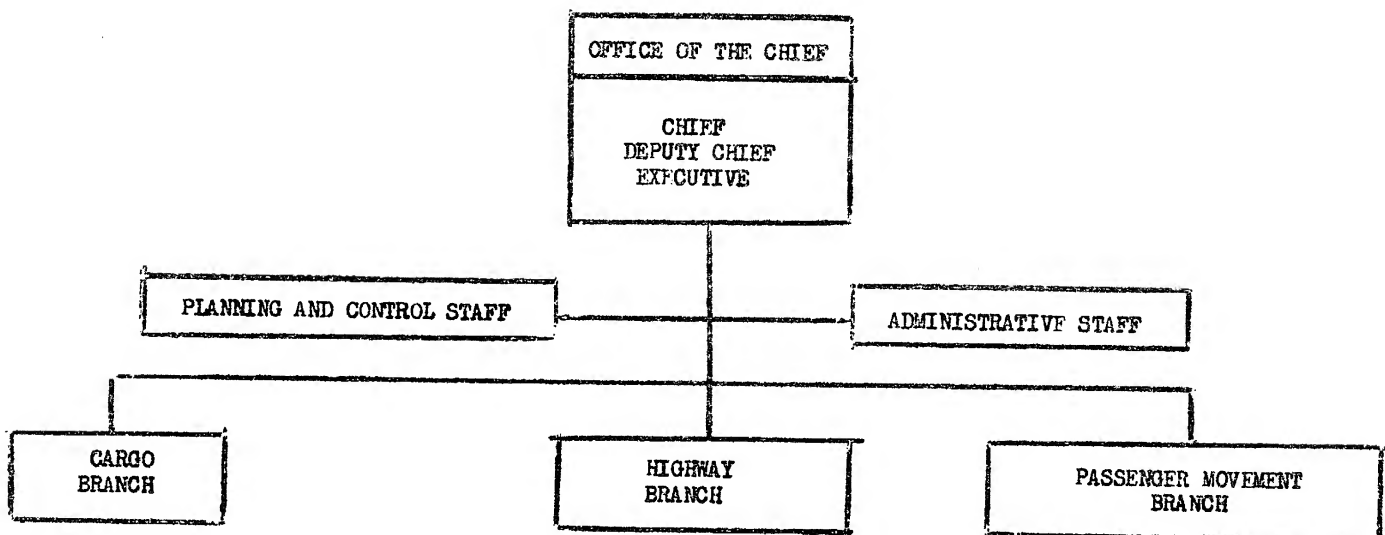


TAB

S E C R E T

TRANSPORTATION DIVISION
LOGISTICS OFFICE



S E C R E T

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TRANSPORTATION DIVISION

LOGISTICS OFFICE

DISCUSSION

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While no significant organization changes are required in the Transportation Division several minor changes are proposed in order to further clarify functional responsibilities. These consist primarily of: (1) establishing a [] in the Cargo Branch to supervise the movement of cargo in and out of the [] and to supervise the truck fleet assigned for support of the Depot; this function formerly reported directly to the Chief, Transportation Division, and (2) refinement of staff and line functions within the Division.

25X1A

JUSTIFICATION

The Staffing for the Transportation Division proposed herein is based upon past, current and anticipated workload and the number of personnel presently assigned. Based on these considerations and supported by workload data (see next page) a Table of Organization of [] positions is proposed. The present approved T/O consists of [] positions.

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STATEMENT OF FUNCTIONS

TRANSPORTATION DIVISION
LOGISTICS OFFICE

MISSION

Under the supervision of the Chief of Logistics, the Transportation Division provides for the movement of Agency supplies and equipment, personnel, household goods, and privately owned automobiles. Develops and recommends transportation regulations, procedures, and programs which will insure timely movement of personnel, equipment and supplies to meet operational requirements in the most efficient and economical manner.

1. Develop, recommend and implement regulations and procedures pertaining to the transportation of personnel, equipment and supplies; the operation, use and maintenance of Agency controlled motor vehicles.
2. Provide Staff and Technical Guidance with regard to all Agency transportation matters.
3. Formulate plans, policies and technical methods for the training of personnel engaged in transportation activities.
4.
5. Provide motor truck transportation for the movement of Agency equipment and supplies in the departmental area and for long distance hauls.
6. Provide headquarters motor pool service and scheduled bus service.
7.

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STATEMENT OF FUNCTIONS

OFFICE OF THE CHIEF

TRANSPORTATION DIVISION

LOGISTICS OFFICE

1. Advises the Chief of Logistics and other organizational elements of the Logistics Office and the Agency on matters concerning transportation services and traffic management. Arranges for the transportation of personnel, property and supplies.
2. Organizes, directs, and supervises the activities of the Transportation Division in such a manner as to ensure that the mission of the Division is accomplished.
3. Delegates authority and responsibility to Transportation Division Staff and Branch Chiefs as necessary to accomplish the Division Mission in accordance with instructions and directives regarding delegation of authority and responsibility.
4. Effects liaison with lateral organizations and/or offices of the Agency, other Government agencies and departments and commercial firms as necessary to accomplish the mission of the Transportation Division.

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STATEMENT OF FUNCTIONS
PLANNING AND CONTROL STAFF
TRANSPORTATION DIVISION
LOGISTICS OFFICE

1. Advises the Chief, Transportation Division, on overall objectives and accomplishments of the Transportation Division.
2. Develops, coordinates and recommends functional plans and long-range plans with reference to transportation activities and facilities.
3. Reviews and coordinates proposed Agency transportation policies and regulatory material developed by other components of the Transportation Division; prepares such material in final form for submission to higher authority for approval.
4. Coordinates the preparation and submission of the Transportation Division budget, and revisions thereto, to the Chief, Transportation Division, for approval; and assists the Chief, Transportation Division, in presenting same to higher authority.
5. Makes continuing review of the organization and functions of the Transportation Division and makes appropriate recommendations to the Chief, Transportation Division.
6. Supervises the development of, and recommends reporting procedures; consolidates reports from Branches of the Transportation Division and other transportation activities; reviews and analyzes reports and makes recommendations to the Chief, Transportation Division.
7. Effects liaison with lateral organizations of the Departments of the Army, Navy and Air Force and other Government Agencies, and with lateral components of the Logistics Office and the Agency with regard to transportation policy matters.
8. Reviews Public Laws, I.C.C. Regulations, Regulations of Departments of Defense, General Services Administration and other Government Agencies and other pertinent directives and advises the Chief, Transportation Division on transportation matters included therein.

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STATEMENT OF FUNCTIONS

PLANNING AND CONTROL STAFF

TRANSPORTATION DIVISION

LOGISTICS OFFICE

9. Recommends and coordinates the development of programs, methods and procedures for training in technical transportation matters.

10. Reviews, coordinates and recommends appropriate procedures for obtaining, evaluating and collating information necessary to properly advise the Chief, Transportation Division, on all matters pertaining to the allocation, operation, use, and maintenance of Agency motor vehicles; the movement of employees and dependents and the shipment of personal effects, household goods and privately owned automobiles; and transportation of materiel.

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STATEMENT OF FUNCTIONS

ADMINISTRATIVE STAFF

TRANSPORTATION DIVISION

LOGISTICS OFFICE

1. Determines and recommends office administrative procedures and policies.
2. Receives, suspends, routes and dispatches official correspondence; maintains the Transportation Division control and supervises the records retirement program.
3. Maintains a current file of publications and directives.
4. Recommends personnel policies and procedures, to include personnel management and record keeping.
5. Prepares all personnel actions affecting personnel of the Transportation Division.
6. Maintains liaison with the Personnel Branch, Logistics Office, on matters affecting personnel of the Transportation Division.
7. Interviews or arranges for interviews of applicants and prospective employees.
8. Develops personnel training requirements for the Transportation Division in conjunction with policies established by the Logistics Office and arranges for the enrollment of personnel in the required schools and training programs.
9. Prepares travel orders and travel vouchers, as required.
10. Prepares requests for office space, office equipment, telephone service, parking permits and other general administrative services.

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STATEMENT OF FUNCTIONS

ADMINISTRATIVE STAFF

TRANSPORTATION DIVISION

LOGISTICS OFFICE

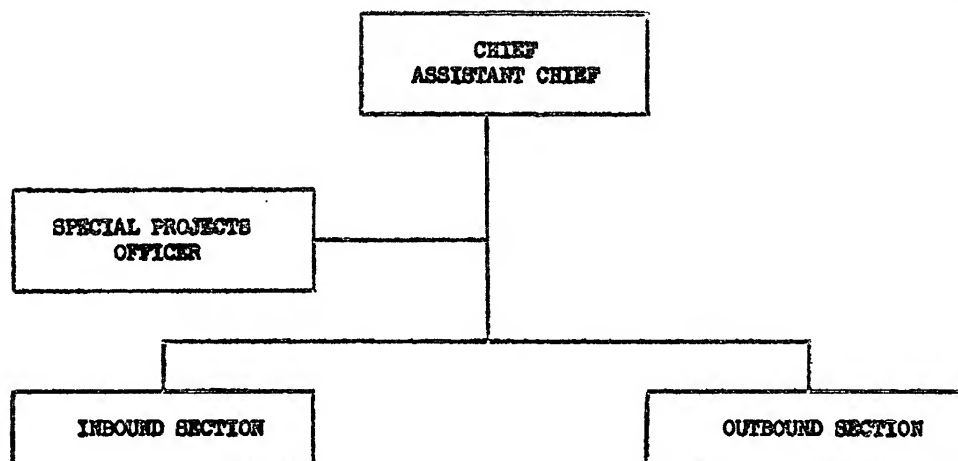
11. Reviews correspondence prepared for the signature of the Chief, Deputy Chief, and Executive to ensure compliance with pertinent regulations and directives pertaining to the preparation, routing, distribution and security classification.

12. Advises the Chief, Transportation Division, on matters pertaining to internal security.

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S E C R E T

**PASSENGER MOVEMENT BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE**



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**STATEMENT OF FUNCTIONS
PASSENGER MOVEMENT BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE**

1. Exercises staff and technical supervision over transportation matters pertaining to the movement of Agency personnel, their dependents, household effects, privately owned automobiles and baggage.

25X1C

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3. Recommends and implements policies for distribution of passenger traffic via commercial carriers.
 4. Effects the necessary coordination with the Director of Transportation, Traffic Division, Headquarters, USAF, for securing air movement designators and reserving passenger space on MATS aircraft.
 5. Prepares and submits monthly forecasts of Agency passenger requirements on MATS aircraft.
 6. Arranges for the packing, crating and shipment of household goods, personal effects, automobiles, and baggage of Agency employees to all parts of the world, outside the United States, its territories, and possessions, in accordance with existing policies, regulations and procedures.
 7. Arranges for the discharge at port of entry, customs clearance, inland transportation, unpacking, delivery to quarters, and necessary cartage incident thereto as authorized on shipments of household goods, personal effects, automobiles and baggage of Agency employees returning to the United States from overseas installations.
 8. Arranges for the storage in the United States of household goods and personal effects of Agency personnel as authorized.
 9. Arranges for chartered bus service in accordance with Agency regulations and policies when required.

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**STATEMENT OF FUNCTIONS
PASSENGER MOVEMENT BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE**

10 Reviews existing Agency regulations policies and procedures governing travel and transportation and makes necessary recommendations for the implementation and changes of these directives.

25X1A 11 Maintains a petty cash fund for the purpose of reimbursing Agency employees using taxicabs and other public transportation while on official business in the metropolitan area of Washington, D. C

12 Arranges for the procurement, safeguarding and issuance of Bills of Lading used by all components of the Transportation Division

S E C R E T

**STATEMENT OF FUNCTIONS
PASSENGER MOVEMENT BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE**

Inbound Section

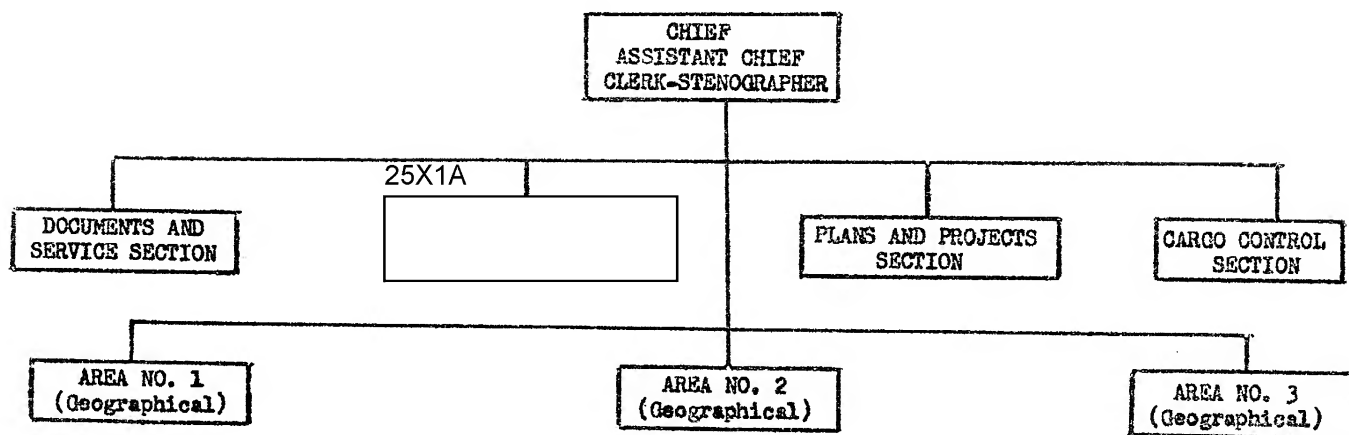
1. Arrange for the discharge at port of entry, customs clearance, inland transportation, temporary storage, unpacking, delivery to quarters, and necessary cartage incident thereto, as authorized on shipment of household goods, personal effects, automobiles and baggage of Agency employees returning to the United States from the field.
2. Maintains necessary records and files pertaining to inbound shipments of personal effects, household goods, automobiles and baggage of Agency employees.
3. Verifies services rendered and prepares for certification by Chief, Passenger Movement Branch, bills for payment for the movement of household goods, personal effects, privately owned automobiles and baggage

Outbound Section

1. Arranges for the packing, crating and shipment of household goods, personal effects, automobiles and baggage of Agency employees to all parts of the world, outside the United States, its territories and possessions as authorized
2. Arranges for the storage in the United States of household goods and personal effects of Agency personnel as authorized
3. Prepares and issues Government Bills of Lading.
4. Verifies services rendered and prepares for certification by Chief, Passenger Movement Branch, bills for payment for the movement of household goods, personal effects, privately owned automobiles and baggage
5. Maintains necessary records and files pertaining to outbound shipments of personal effects, household goods, automobiles and baggage of Agency employees

S E C R E T

CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE



S E C R E T

STATEMENT OF FUNCTIONS
CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

1. Plans, arranges for, and coordinates all aspects of the movement of material by all methods of transportation from point of origin to destination.
2. Coordinates the booking of space, processing and issuance of necessary documents and movement of cargo to ports of embarkation via government channels or commercial carriers.
3. Develops information relating to routes and schedules of carriers, cleared contacts of commercial and governmental carriers, and regulations and requirements for cargo shipment. 25X1C
4.
5. Provides technical advice and guidance for all phases of the shipment of Agency cargo.
6. Provides information and assistance, as requested, relating to the shipment of materiel for operational purposes and recommends mode of shipment to shippers on the basis of operational requirements.
7. Recommends necessary changes or additions to Agency regulations and directives relating to cargo movements.
8. Maintains liaison with Comptroller's Office in the handling of carriers' invoices and processes vouchers for payment.
9. Contacts carriers and other government agencies where necessary to expedite shipments and to procure necessary shipping documents.
10. Arranges incoming shipment of Agency materiel from overseas stations. Furnishes shipping instructions, via the Headquarters Component, to the overseas establishment directing shipment, markings and advising of requirements for receipt stateside.
11. Determine applicability of various laws and regulations administered by other Government agencies as related to Agency shipments. Secures licenses from the Department of Commerce for the exportation of other materiel. Arranges special inspection of inbound and outbound shipments by the Coast Guard or the Bureau of Customs, as applicable, to protect security require-

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STATEMENT OF FUNCTIONS
CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

ments or to obtain exemption from such requirements for particular shipments.

12. Performs necessary staff planning, coordination and movement control functions for the movement of cargo and scheduling of trucks for over-the-road requirements.
13. Develops appropriate procedures for obtaining, evaluating and collating information necessary to properly advise the Chief, Transportation Division, on all matters pertaining to the shipment of cargoes world-wide.

Documents and Services Section

1. Maintains records necessary for certification of vouchers covering transportation charges submitted by commercial carriers, Agencies of the Department of Defense, and the U. S. Despatch Agent, and other Government Agencies; and processes the vouchers for payment.
2. Maintains the Branch file system, and requisitions supplies and related services.
3. Furnishes on-the-job training to clerical employees throughout the Branch.
4. Extracts and distributes pertinent shipping information from incoming TWX's or other correspondence.
5. Maintains records of the issuance of bills of lading, and files of publications necessary for the operation of the Branch.
6. Prepares, maintains, and submits time and attendance reports of the Branch.
7. Receives and dispatches incoming and outgoing Branch correspondence.

25X1A

- 25X5X1A
1. Acts as transportation agent and traffic manager for the arranges and supervises transportation of supplies into and out of the Depot.
 2. Responsible for maximum freight consolidation of less than carload and less than truckload lots.
 3. Prepares and maintains necessary documents on routings and releases, and diverting shipments.

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**STATEMENT OF FUNCTIONS
CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE**

4. Insures conformance with carrier's freight classification and rules, regulations, and tariffs prescribed by Interstate Commerce Commission, and other applicable authorities.
5. Traces and expedites shipments.
6. Responsible for the proper preparation and accomplishment of bills of lading in accordance with existing instructions, including the completion of bills of lading.
7. Is responsible to the Chief of Depot for prompt loading and unloading of freight cars in order to prevent demurrage charges.
8. Supervises and provides the assignment of mobile equipment used in the movement of materials in and out of the Depot.
9. Be familiar with and maintain files as necessary of:
 - a. Rules, regulations and practices of Association of American Railroads, American Trucking Associations and commercial air organizations.
 - b. Regulations regarding the issuing of transportation requests and bills of lading.
 - c. Demurrage and storage rules and charges applicable to the Depot.
 - d. Tariffs and schedules of Commercial Transportation Companies (rail, air and motor) which serves the area in which the Depot is located.
10. Arranges for unloading facilities when Depot is unable to provide same.
11. Maintains and submits report to higher authority when required through Chief of the Depot.
12. Operates the truck fleet assigned for support of the Depot, local drayage in the Washington Area, and supervises the performance of driver maintenance on all trucks assigned for these purposes.

STATEMENT OF FUNCTIONS
CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

Plans and Projects Section

1. Develops policies and procedures relating to the movement of supplies and equipment.
2. Prepares studies on foreign transportation facilities, with particular emphasis upon transshipping arrangements that are available to the Agency such as Arc Wing and Air Attache and Ambassador flights.
3. Develops, analyzes and interprets transportation cost data to destinations throughout the world in order to determine the most economical means available.
4. Prepares cost estimates for specific movements.
5. Prepares studies of transportation routes and schedules in order to determine and compile the most expeditious means available.
6.
7. Maintains current information on field stations relative to receipt of Agency shipments.
8. Maintains liaison with the Operating Divisions and Support Staffs in order to reduce to a minimum crash and emergency shipments.
9. Prepares and submits monthly forecast of Agency cargo requirements for movement via Military Air Transport Service.
10. Prepares cost analyses in connection with the movement of things.
11. Prepares studies of class and commodity rates in connection with the shipping nomenclature of Agency materiel in order to obtain most economical rates.
12. Assists the Chief, Cargo Branch in supervising and coordinating shipments of major importance or special shipments handled under unusual conditions.
13. Maintains liaison with appropriate elements of the Department of Defense and other governmental and civilian agencies.

25X1C

STATEMENT OF FUNCTIONS
CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

Cargo Control Section

1.	
2.	
3.	

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4. Performs necessary staff planning coordination and movement control functions for movement of cargo and scheduling of trucks for over-the-road requirements.
5. Maintains close contact with Agency Depots to coordinate the movement of cargoes to the ports in a timely manner.
6. Provides follow-up action to ascertain the status of all cargoes and takes necessary action to prevent shipping delays.
7. Prepares the Cargo Branch weekly activities report and the monthly freight traffic report.
8. Receives and disseminates all shipping information throughout the Cargo Branch.

Area Sections

1. Develops movement plans for the secure, expeditious and economical shipment of supplies and equipment to and from Agency establishments in the geographical area or areas of the world with which the section is concerned.
2. Performs selected parts of the work involved in determining the means of transporting each cargo; prepares instructions, notifications and other documentation for each shipment.

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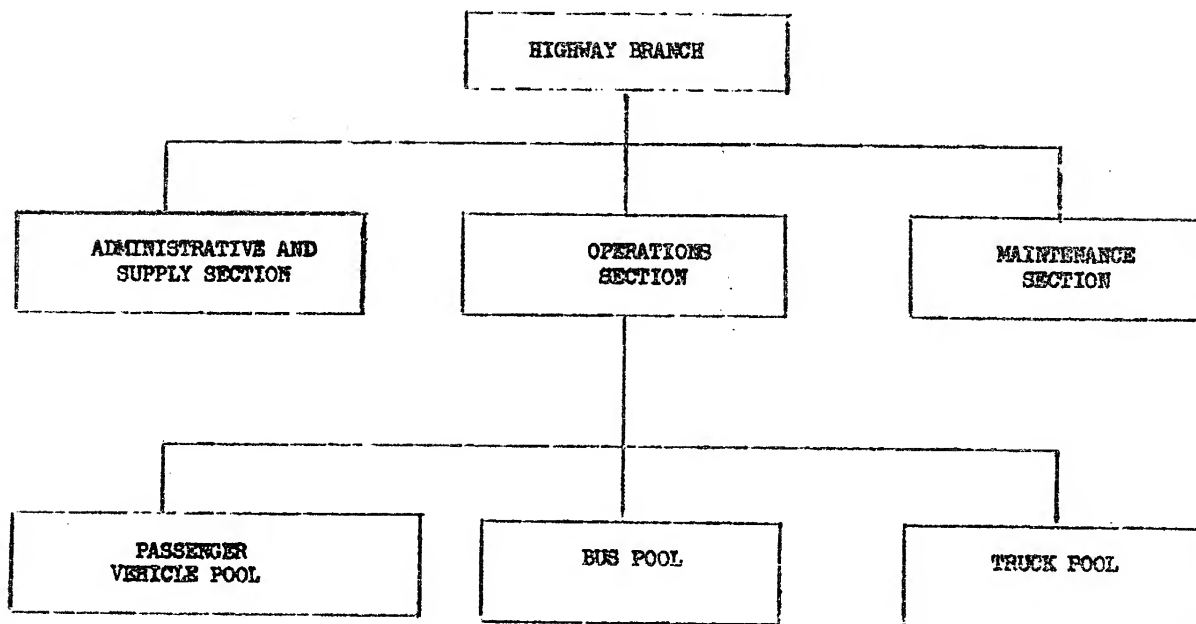
STATEMENT OF FUNCTIONS
CARGO BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE

1. Compiles and maintains necessary records to assist in planning for the most efficient, secure and economical shipment of cargoes.
2. Prepares necessary correspondence involved in the shipment of cargoes.
3. Coordinates with the Chiefs of the Cargo Control and Documents and Services Section in resolving questions and problems in which they have primary responsibility but which require information from an Area Section.
4. Advises Chief, Cargo Branch, on all matters pertaining to shipments within the geographical area including change of policy, change of address, Security problems, and all special shipments of an unusual nature.

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S E C R E T

**HIGHWAY BRANCH
TRANSPORTATION DIVISION
LOGISTICS OFFICE**



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STATEMENT OF FUNCTIONS

HIGHWAY BRANCH

TRANSPORTATION DIVISION
LOGISTICS OFFICE

1. Provides headquarters motor pool service to include scheduled and special Agency bus services.



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3. Coordinates matters pertaining to the administration, operation and maintenance of Agency motor vehicles located within the continental United States, with appropriate officials of the Agency and other Government organizations as dictated by the particular circumstances in each instance.

4. Establishes and maintains a Branch records system which will provide for the internal control of the Highway Branch.

5. Develops and recommends policy with regard to Highway Branch operations and assists in the development of technical material pertaining to the operation and maintenance of Agency motor vehicles.

6. Develops appropriate procedures for evaluating and collecting information necessary to properly advise Chief, Transportation Division, on matters pertaining to allocation, operation, use and maintenance of Agency motor vehicles world wide.

7. Provides technically qualified personnel for the conduct of appropriate inspections as directed.

8. Develops and supervises the Agency driver testing program.

9. Controls the issue, use and safeguarding of all Agency property assigned to the Highway Branch in accordance with appropriate Agency regulations.

10. Prescribes and enforces adequate procedures and safety standards for the receipt, storage and issue of petroleum products and other hazardous materials required by the Highway Branch.

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S E C R E T

S E C R E T

STATEMENT OF FUNCTIONS

HIGHWAY BRANCH

**TRANSPORTATION DIVISION
LOGISTICS OFFICE**

11. Provides motor transport service for the movement of supplies and equipment in the departmental area and for long distance hauls.

12. Reviews and consolidates budget estimates of funds for the maintenance and operation of transportation equipment, to include operation of motor pools and prepares detailed justification and substantiating data for the defense of such consolidated estimates.

13. Reviews and analyzes reports of vehicle utilization and makes recommendations accordingly.

14. Reviews Tables of Allowances to determine adequacy of types and quantities of vehicles authorized in such documents.

15. Reviews Interstate Commerce Commission and other regulatory material and directives to insure compliance therewith in all phases of motor vehicle operations.

16. Procures and distributes license tags when required for vehicles in the Continental United States and maintains a central registry for such tags.

17. Recommends disposal action for unserviceable vehicles or vehicles in excess of requirements.

Administrative and Supply Section

1. Maintains Time and Attendance Reports for all employees of the Highway Branch, Transportation Division.

2. Procures and maintains records of all Highway Branch supplies and equipment in accordance with appropriate Agency regulations.

3. Receives and compiles data required for internal control of the Highway Branch, and for the preparation of required reports.

4. Establishes and operates the Highway Branch automotive parts stockroom.

S E C R E T

STATEMENT OF FUNCTIONS

HIGHWAY BRANCH

**TRANSPORTATION DIVISION
LOGISTICS OFFICE**

5. Conducts the Agency driver testing program and maintains records of permits issued.

Operations Section

1. Provides headquarters motor pool service.
2. Provides scheduled and special Agency bus service in the metropolitan area of Washington, D. C.
3. Furnishes required operational data and reports to Administrative and Supply Section, Highway Branch.
4. Provides motor transport service for the movement of supplies and equipment in the Departmental area and for long distance hauls.

Maintenance Section

1. Performs preventive maintenance, servicing and minor repairs for all Agency motor vehicles in

25X1C

2. Provides for the technical inspection and processing of all newly acquired Agency motor vehicles received in the metropolitan area of Washington, D. C.,

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3. Inspects services performed on Agency motor vehicles under terms of contract agreements.

4. Provides required maintenance data and reports to the Administrative and Supply Section, Highway Branch.

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